



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, JUNE 15, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #10**
4. Approval of Minutes dated 4-27 and 5-15-09 (previously distributed)
5. Public Participation
6. Recognition of Recent Retirees (mailed)
7. Approve Reconfirmation of Vacancies (mailed)
8. Recommend a Classification Title Change from Assistant Director to Reference & Research Center Manager (mailed)
9. Executive Session to Discuss Labor Negotiations
10. Ratification of Three-Year Labor Agreement with the Technical, Professional and Officeworkers Association of Michigan (TPOAM) Representing Certain Employees in Family Court-Juvenile Division and Juvenile Justice Center (attached)
11. New Business
12. Public Participation
13. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
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Phillip A. DiMaria - District 3
Toni Mocerri - District 4
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David Flynn - District 8
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Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



6.

HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas Fouty, Program Director, Personnel Services
Human Resources *D. Fouty*

DATE: June 4, 2009

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the June 15, 2009, Personnel Committee Meeting:

Name: Jean Job
Department: Friend of the Court
Retirement Date: May 29, 2009
Years of Service: 23 years; 4.1 months
County Commissioner: Ed Bruley

Name: Theresa Marcotte
Department: Friend of the Court
Retirement Date: May 29, 2009
Years of Service: 17 years; 1.3 months
County Commissioner: Kathy Vosburg

Name: Paul Cassidy
Department: 42nd District Court II
Retirement Date: May 31, 2009
Years of Service: 28 years; 9.7 months
County Commissioner: Brian Brdak

Name: Edward Ereaux
Department: Sheriff
Retirement Date: July 1, 2009
Years of Service: 29 years; 9.7 months
County Commissioner: Ed Bruley

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Vice Chair

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Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

Name: Karen Owens
Department: Community Mental Health
Retirement Date: June 16, 2009
Years of Service: 15 years; 3.6 months
County Commissioner: Ed Bruley

Name: Pamela Kujat
Department: Health
Retirement Date: June 26, 2009
Years of Service: 14 years; 0.1 months
County Commissioner: Brian Brdak

Name: Ellen Frink
Department: Circuit Court
Retirement Date: May 29, 2009
Years of Service: 36 years; 4.2 months
County Commissioner: Paul Gielegghem

Name: Cecilia Tare
Department: Community Mental Health
Retirement Date: May 29, 2009
Years of Service: 23 years; 2.2 months
County Commissioner: Kathy Vosburg

Name: Stanislaw Lisica
Department: Library
Retirement Date: May 29, 2009
Years of Service: 25 years; 8.8 months
County Commissioner: Brian Brdak

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies _____

_____INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson

_____ Personnel Committee**CLASSIFICATION****DEPARTMENT****One Secretary** (Lisa Gusmano)

Community Mental Health

Reason for Vacancy: Retirement
Date Position Vacant: 07-31-08
Justification: 90% Other Funding; 10% County
Exit Interview Completed: Yes***One Account Clerk, Senior** (Kathy Kobylarz)

Friend of the Court

Reason for Vacancy: Retirement
Date Position Vacant: 02-20-09
Justification: 66% Other Funding; 34% County
Exit Interview Completed: Yes***One Assistant Prosecuting Attorney I** (Angela Bray)

Prosecuting Attorney

Reason for Vacancy: Resignation
Date Position Vacant: 11-05-08
Justification: 100% County
Exit Interview Completed: Pending

COMMITTEE/MEETING DATE

Personnel 06-15-09

CLASSIFICATION

DEPARTMENT

One Assistant Prosecuting Attorney II (Matthew Sabaugh)

Prosecuting Attorney

Reason for Vacancy: Resignation
Date Position Vacant: 12-05-08
Justification: 100% County
Exit Interview Completed: Yes

One Assistant Prosecuting Attorney IV (Denise Hart)

Prosecuting Attorney

Reason for Vacancy: Resignation
Date Position Vacant: 01-30-09
Justification: 100% County
Exit Interview Completed: Yes*

One Assistant Prosecuting Attorney IV (Kimberly Mitseff)

Prosecuting Attorney

Reason for Vacancy: Resignation
Date Position Vacant: 01-30-09
Justification: 25% Grant Funding; 75% County
Exit Interview Completed: Pending

One Resource Advocate (Betty Puffer)

Senior Citizens Services

Reason for Vacancy: Retirement
Date Position Vacant: 03-31-09
Justification: 10% Grant Funding; 90% County
Exit Interview Completed: Yes*

The following vacant 24/7 positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002. No action of the Board is required.

CLASSIFICATION

DEPARTMENT

One Corrections Sergeant (Edward Ereaux)

Sheriff

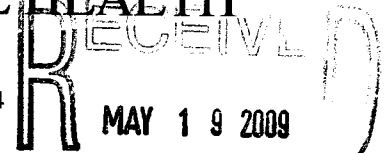
Reason for Vacancy:	Retirement
Date Position to be Vacant:	07-01-09
Exit Interview Completed:	Pending

*Did not authorize the release of the exit interview information.



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



HUMAN RESOURCES

Donald I. Habkirk, Jr.
Executive Director

May 19, 2009

BOARD OF DIRECTORS

Louis J. Burdi
Chairperson

Janice A.B. Wilson
Vice-Chairperson

Joan Flynn
Secretary-Treasurer

Del (Delphine) Becker
Patricia Bill
Nick Ciaramitaro
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

TO: Dough Fouty, Program Director, Personnel Services
Macomb County Human Resources Department

FROM: Robert R. Slaine, Deputy Director
Community Mental Health Services

RE: Request to Post and Fill
Vacant Budgeted Position
Secretary
General Administration 224 646.01

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Secretary in General Administration.

This vacancy is created by the retirement of Lisa Gusmano, effective July 31, 2008.

The employee in this classification, under the supervision of an assigned supervisor, performs secretarial and administrative support tasks of a moderately independent nature; may perform the following tasks depending upon the assigned department; types letters, reports, forms, records and other materials; transcribes dictation; maintains files; schedules meetings; answers telephone; exercises judgment in accommodating work procedures to new situations and in performing varied secretarial and administrative support services to relieve the Department Head, Deputy Department Head or Division Director of clerical work and some administrative duties; may exercise direction over the work of other clerical employees; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

Please contact me if should have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., L. Weber, File



A CARF Accredited
Organization



MEMBER

MACOMB COUNTY BOARD OF COMMISSIONERS

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RECEIVED
MAY 19 2009
HUMAN RESOURCES

Classification Title and Department: Secretary - Community Mental Health

Describe how this position is funded: 10 % % 90 %
County Grant Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

the organization:
The Secretary position is responsible for clerical duties which include maintaining all Community Mental Health Administrative Personnel Files and Community Mental Health Contract Agency Provider files.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Department:	Community Mental Health is required by both contractual requirements of Michigan Department of
	Community Health and Accreditation by the Council of Rehabilitation Facilities to maintain up to date
	personnel files and provider contract files.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Deputy Director Program Director - Business Management	1 1
Same Classification Within Department or Program	Secretary Positions	4
Other Classifications Reporting to this Immediate Supervisor	Program Directors Supervisors Senior Secretary	6 5 1
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

- Maintaining Mental Health staff files to be up to date on training requirements, licensing necessary for treatment privileges.
- Maintaining that all Community Mental Health contractual staff files are up to date.
- Typing, mailing and receipting of all Community Mental Health Provider Contracts.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	CMH Administrative Staff Personnel Files	50	Daily	DCH Contract
2	CMH contractual staff files	20	Daily	DCH Contract
3	CMH provider contract files	20	Daily	DCH Contract
4	Front Door Receptionist	5	Daily	
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

- Maintaining files for 330 full time/part time Community Mental Health staff
- Maintaining files for 120 contract providers of Community Mental Health

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

1. Provide written notices of expired license to Community Mental Health staff.
2. Processing of Leave Request Forms for Community Mental Health staff.
3. Prepares staff activity data reports for Community Mental Health Board.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
1. Maintaining CMH Administrative Personnel files	1. Non Compliance with contractual requirements with State
2. Maintaining staff licensure requirements	2. Required by State of Michigan
3. Maintaining up to date provider contracts	3. Impact contract providers ability to be paid

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Personnel Department	Personnel Activities	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The Circuit Court
For
The Sixteenth Judicial Circuit of Michigan

RECEIVED
MAY 13 2009
HUMAN RESOURCES

Circuit Judges

RICHARD L. CARETTI, Chief Judge
JAMES M. BIERNAT, SR., Chief Judge, Pro Tempore
DONALD G. MILLER, Presiding, Civil/Criminal
ANTONIO P. VIVIANO, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
JOHN C. FOSTER
DAVID F. VIVIANO



May 12, 2009

LYNN M. DAVIDSON
Friend of the Court

DAVID T. ELIAS
Family Court Counsel/Referee

THOMAS F. BLOHM
Enforcement Division Director

LYNDA L. GRILLO
Clerical Services Supervisor

Mr. Douglas J. Fouty
Program Director, Personnel Services
Human Resources Department
10 North Main Street
Mt. Clemens, MI 48043

Re: Request for Reconfirmation – Data Entry Clerk


Dear Mr. Fouty:

Enclosed please find the Position Analysis Questionnaire to have the Account Clerk, Senior position of Kathy Kobylarz, who retired in February of 2009 reconfirmed and posted. As this position is a child support enforcement position, 66% of the salary and fringes are covered under the Cooperative Reimbursement Contract grant.

However, the proper title of this position should be Data Entry Clerk as opposed to Account Clerk, Senior. The employee who will fill this position will be clearly entering data directly into the computer system that the State of Michigan provides for the Macomb County Friend of the Court under the Cooperative Reimbursement Contract. The Account Clerk, Senior position and the Data Entry Clerk position are the same pay grade and therefore, I am requesting that the Position Analysis Questionnaire be approved and submitted to the Board of Commissioners for their approval along with the classification title change to Data Entry Clerk.

If I can be of assistance of any further information, please feel free to contact me.

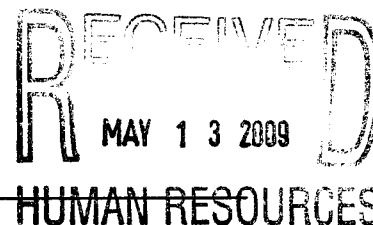
Very truly yours,


LYNN M. DAVIDSON
FRIEND OF THE COURT

/njb
Enclosure

cc: Eric A. Herppich, Div. Director, Labor Relations, Human Resources Department

**Macomb County
Position Analysis Questionnaire**



Employee Name: KATHY KOBYLARZ

Classification Title and Department: Data Entry Clerk/ Friend of the Court

Division/Program Assignment: Cashier Department

Describe how this position is funded: 34 % 66 % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This classification exists in the organization to work IV-D cases to determine if and when recipients of public assistance are on and off aid.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Attached is a current organizational chart. This position works with the Friend of the Court and the Department of Human Services and, in fact, is a liaison between the State of Michigan and the Macomb County Friend of the Court as it relates to the payment of child support and the payment of TANF (temporary assistance to needy families) benefits. Currently, this area in the Friend of the Court is extremely backlogged which is causing errors in the form of child support and benefits paid to recipients. The importance of this position is to keep the records correct as to what families are receiving public assistance and therefore, support should be sent to the State of Michigan, Department of Human Services and what families have come off public assistance in which child support should be sent directly to the families.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Clerical Services Supervisor	1
Same Classification Within Department or Program	Data Entry Clerk	3
	Typist Clerk, Senior	1
Other Classifications Reporting to this Immediate Supervisor	Dictation Clerk	21
	Data Maintenance Supervisor	1
	Data Maintenance Clerk	9
	Account Clerk, Senior	8
	Cashier II	1
	Data Entry Clerk	9

	Recorder Secretary	9
	Court Services Supervisor	1
	Typist Clerk, Senior	6
	Typist Clerk	11
	Receptionist/Supply Clerk	1
	Telephone Operator	1
	Administrative Secretary	1
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

This classification can provide work direction to other areas in the Friend of the Court; Recorders, Dictation Clerks, and Data Maintenance Clerks as to the division of support versus public assistance benefits being paid to a family.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The problems and challenges confronted by the Data Entry Clerk in this area of the Friend of the Court Office is the ability to have general knowledge of the Friend of the Court system as well as the Department of Human Services requirements regarding public assistance on behalf of families that need it. This person must work on their own and review reports as well as update the computer to show proper information. Information must be provided to the Department of Human Services regarding cash payments, child support that the custodial parent may have received while receiving public assistance from the State. This person must have the ability to pay attention to small detail and be able to do many things quickly. This person must have the proper knowledge of how the systems work and inter-relate to each other on the State side and on the County side. This person also receives and processes information through telephone contact with the Department of Human Services, Office of Child Support in Lansing, County Reimbursement Departments, which includes Macomb, welfare fraud, and Probate Court.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Updating MHIS records. This is a process that adjusts information into the Michigan Child Support Enforcement system (MiCSES) to ensure the proper distribution of funds.	50	Daily	Yes
2	Processing various reports. This position must work several different reports from different areas. Some are generated through MiCSES, others are generated through the Office of Child Support (OCS) for information on payments. SWEL Report and L Report 316 Report and SLOG/MHIS Report Tick List Report (involves member records, foster care, public assistance, 3 rd party active cash assistance, temporary suspension of support orders	10 25 15	Weekly Monthly Monthly	Yes Yes Yes
3	Incoming and outgoing phone contact with the Department of Human Services (DHS), OCS, County Reimbursement, Reimbursement divisions for all counties within the State of Michigan, the Welfare and Fraud section of DHS, and Probate Court	20	Daily	Yes
4	Incoming and outgoing confinement expenses. Using form correspondence to send information to Lansing regarding confinement expenses on cases requiring it. Also receiving confinement expense reports from the State of Michigan and the Macomb Prosecutor's Office to determine what is to be paid and what is to be reimbursed to the State of Michigan.	15	Weekly	Yes
5	Requesting refunds for foster care, TANF, blood, medical support and confinement accounts, as well as processing refunds	10	Weekly	Yes
6	Checking new orders for any type of State assistance, which requires updating the computer system	15	Daily	Yes
7	Checking placement orders, which entails contacting Probate Court to	12 – 13	Daily	Yes

	determine if guardianship has been awarded to a 3 rd party or if foster care is ordered by either the State or the County of a particular child			
8	Reviewing incoming and outgoing microfiche requests, which includes requesting the amount of cash assistance the custodial parent receives from the State of Michigan; also requests a breakdown of all State arrearages, which is prepared and sent to the inquiring party	10	Monthly	Yes
9	Checking referrals from DHS	20	Daily	Yes
10	Adjusting the computer system to reflect the proper amount of money that is owed based on a person's public assistance history	20	Daily	Yes

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Friend of the Court has approximately 50,000 open files and that amount stayed fairly fluid. Within the last three years Public Assistance cases have remained at about 42% of our total caseload.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The person in this position must have the proper knowledge of the Michigan Child Support Enforcement System, which the Friend of the Court operates under, as well as prior computer systems and the State system, which provides information on public assistance, (who was awarded a grant and what the grant is for, the percentage of monies that is received, the number of people who are on one grant). This person must have the ability to learn and understand the differences in reports in order to be able to operate and complete successfully the many reports that are required of this position. A certain skill level is necessary to be able to conduct research to determine where money should be sent, if a child is in foster care, or if a family is receiving TANF benefits. These decisions are made without the assistance of supervisor direction.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The backlog would grow larger. It is conceivable that payments would be going to wrong families in the form of child support and/or public assistance benefits.	A direct violation of the Cooperative Reimbursement Contract, which could result in the loss of incentive payments and expenses of positions, including fringes, as well as the requirement of the County of Macomb to reimburse the State or other parties for those expenses previously paid.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Cashier Department/Friend of the Court	The distribution of support	Daily
Department of Human Services/Office of Child Support/State of Michigan	To determine if families are receiving public assistance	Daily
Various enforcement positions/Friend of the Court	To provide information as to public assistance grants on families	Daily

Additional Information:

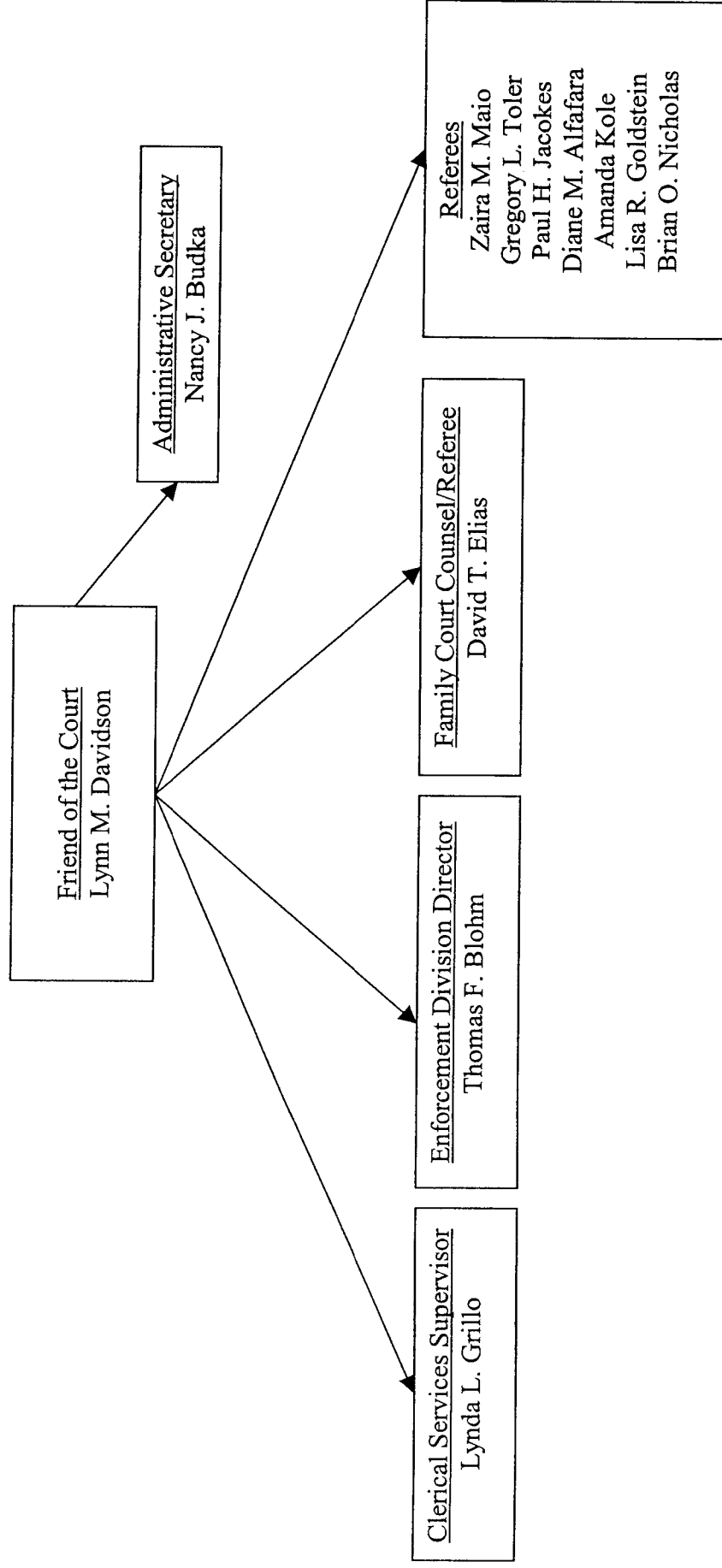
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

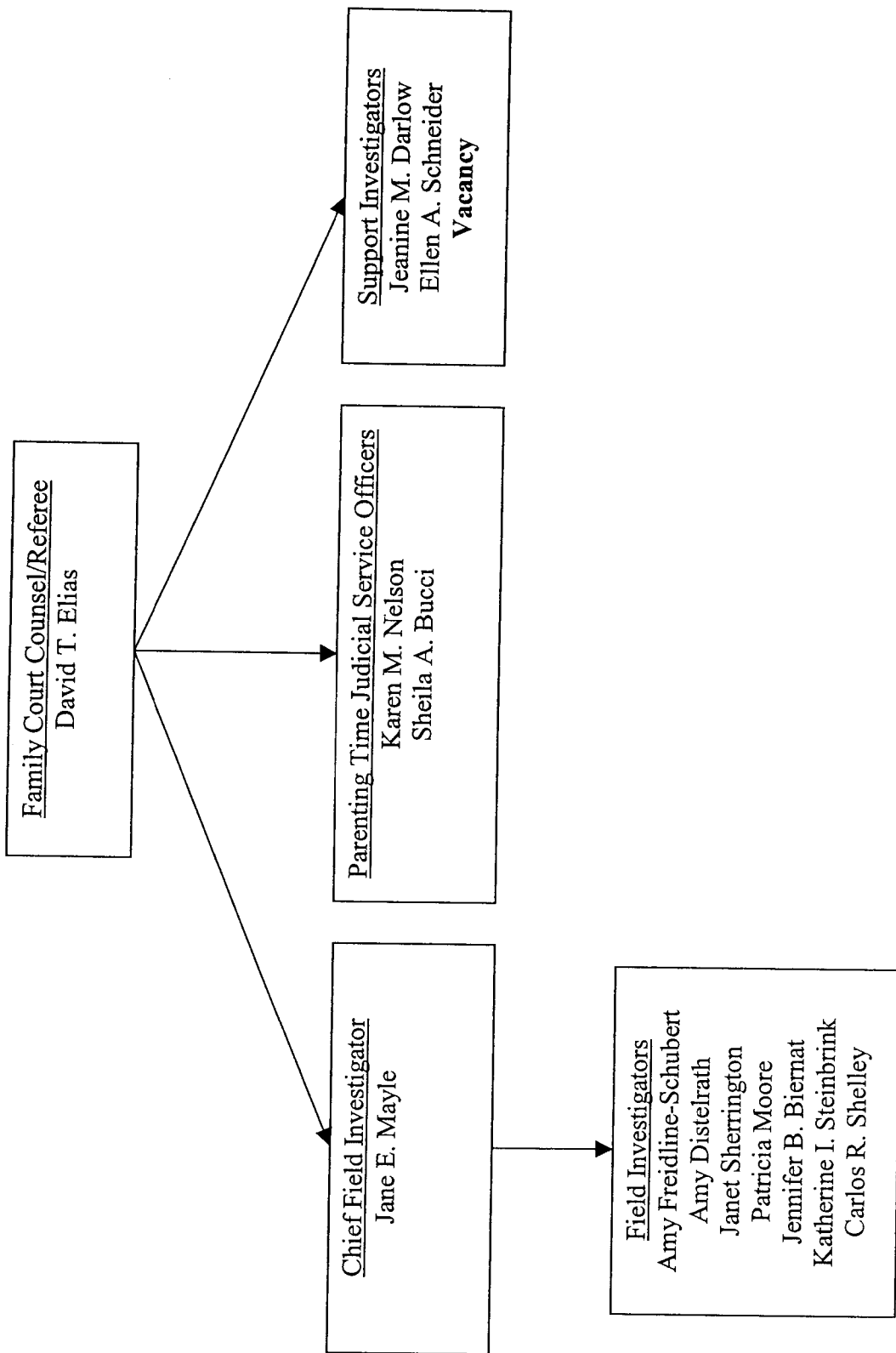
The importance of this position is to be able to have correct records to determine when a person is on public assistance, what type, and if that person is on public assistance, is it cash assistance or just Medicaid. This has a direct impact on the way child support flows either to a family or to the State as reimbursement. This position also monitors children that have been placed in foster care by Court order and must provide computer updates to ensure that proper child support is sent to the proper agency, either in foster care, the State or a 3rd party guardian. As this position is a direct function of child support enforcement, collection and distribution of child support, it is 100% funded under the Cooperative Reimbursement Department, which guarantees a reimbursement of total costs of salary, fringes and expenses allocated to this position at the rate of 66% to Macomb County. It is for this reason that I am requesting a waiver of the Macomb County 20 week hiring freeze regarding the position of Data Entry Clerk within the general enforcement section of the Friend of the Court, and request that this position be reconfirmed and posted immediately.

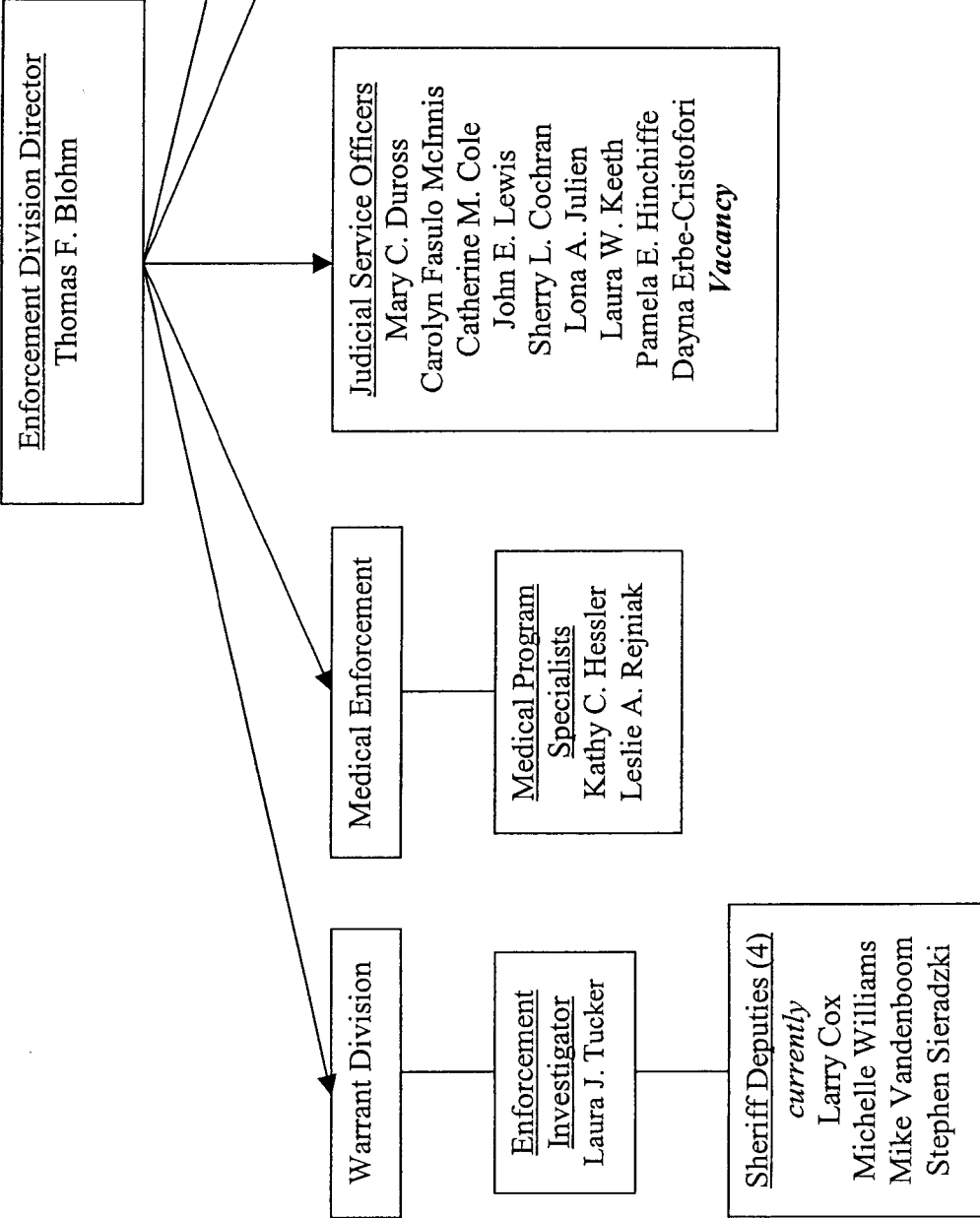
Originally, this position was labeled Account Clerk, Senior. The Account Clerk, Senior and the Data Entry Clerk positions are paid the same salary range. Inasmuch as this position is now vacated, the title change should be corrected and it should be listed as a Data Entry Clerk.

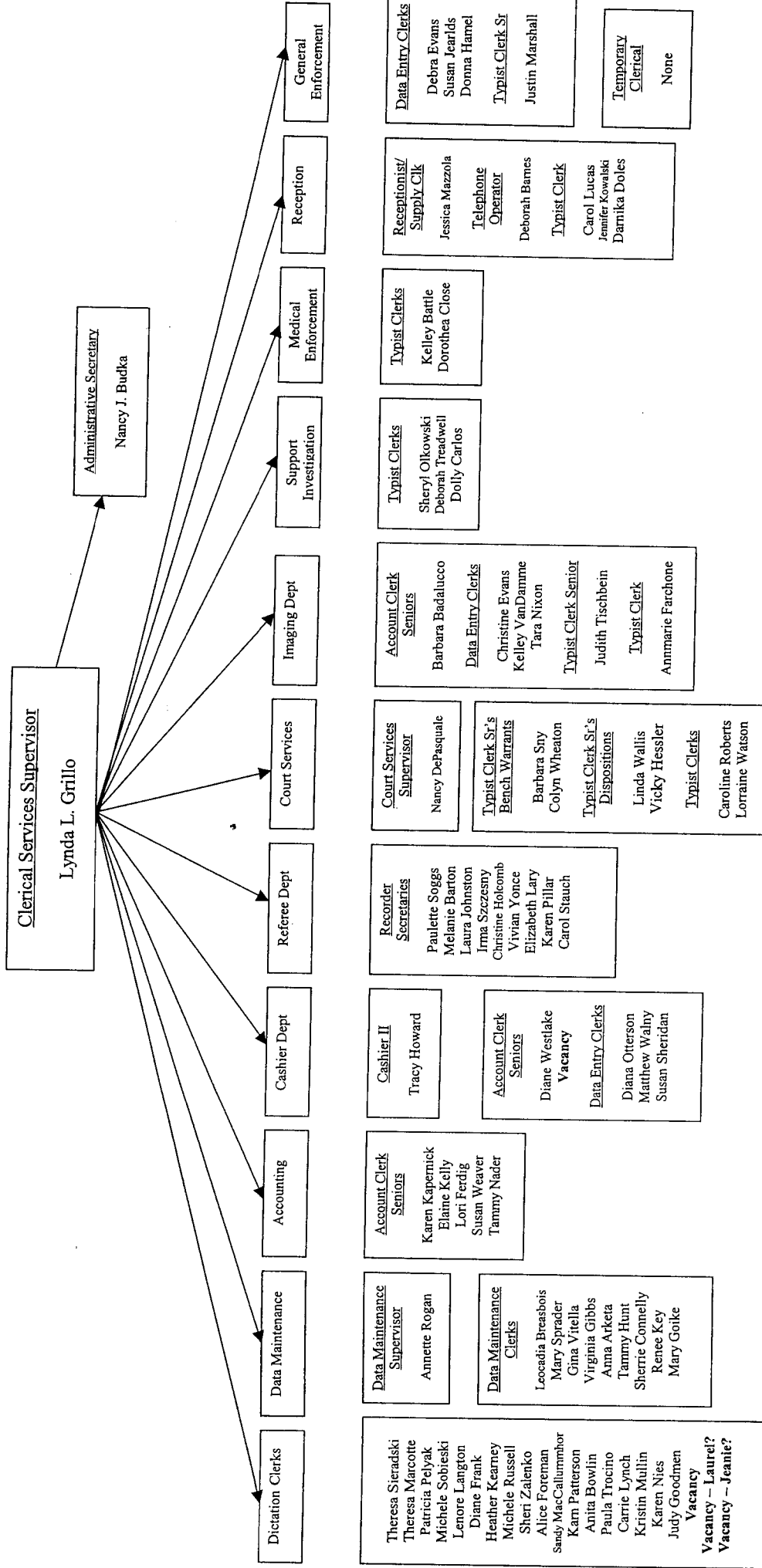
Revised 3/10/08

FRIEND OF THE COURT ORGANIZATIONAL CHART











HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

June 4, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend Reconfirmation of one (1) Assistant Prosecuting Attorney I, one (1) Assistant Prosecuting Attorney II and two (2) Assistant Prosecuting Attorneys IV and authorize subsequent promotions in the Prosecutor's Office

In May 2008, the Board of Commissioners modified the hiring policy to permit the Prosecutor's Office to hold the original promotional vacancies open for six months in lieu of the domino hiring process of posting each subsequent vacancy. When the six month period was concluded, the original vacancies were to be considered for reconfirmation and all subsequent promotional opportunities completed at the same time.

It was understood that the original vacancy period and the subsequent entry level vacancies would provide the County with costs savings similar to the previous procedure and save the Prosecutor's Office and Human Resources time and redundant effort in multiple job posting processes.

The recommendation is for the Board of Commissioner's to reconfirm and authorize the filling of promotional opportunities for two (2) APA IV positions, vacant since January 2, 2009, (one of which is funded 25% from the Drug Forfeiture Grant) which will result in two (2) subsequent promotions to APA III and two (2) promotions to APA II. All changes would be effective July 2, 2009. In addition to this request, the Prosecutor's Office is requesting the reconfirmation and the filling of one (1) additional APA II position through a promotion and one (1) APA I position, with a new hire. Both positions have been vacant at least six (6) months.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzjy - District 1
Marvin E. Sauger - District 2
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Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
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Frank Accavitti Jr. - District 22

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

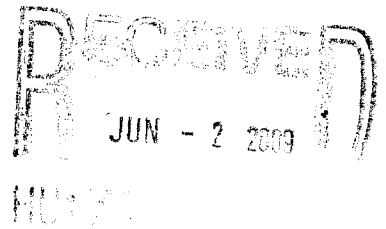
William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
June 4, 2009
Page 2

This action will leave five (5) APA I positions open of which three (3) cannot be considered for reconfirmation until January 2010. The projected savings for the five (5) APA I positions is \$397,000 for 2009.

The requested action is to reconfirm two (2) APA IV positions, one (1) APA II position and one (1) APA I position along with the other promotional personnel actions of the Prosecutor's Office.

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY



TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: JUSTIFICATION OF RECONFIRMATION OF APA **I**

DATE: 6-2-09

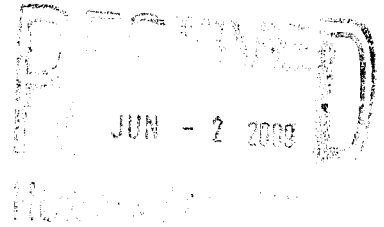
This position is vital to my staff's ability to handle the Macomb County criminal courts' daily dockets. In order to continue serving the citizens in a competent manner, it is imperative that my attorney staff remain intact and not be depleted any longer than is absolutely necessary. An assistant prosecutor represents the people in this county who are victimized and look to us to for representation.

This position is funded through the Prosecutor's Office: *General Fund*

Thank you for your attention to this matter. If you have any questions please contact my Administrative Assistant, Dawn Mancina at 95642.

EJS:sjg

Macomb County
Position Analysis Questionnaire



Employee Name: Angela Bray

Classification Title and Department: Assistant Prosecuting Atty. I

Division/Program Assignment: General

Describe how this position is funded: 100% County % Grant % Other %

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

As with all of our APA positions, this position is
needed for the daily operations of this office to
ensure that the Prosecutor is able to perform his
duties to the public, as mandated.

Organization Information: (Please attach a current organization chart)

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

APA positions are assigned to daily argue
cases in both district and circuit courts, as
well as perform all duties related to the
specific cases which they may be assigned to.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	District Court Supervisor	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	Any APAs currently assigned to District Court	
Classifications Directly Supervised by this Classification (if applicable)	None (Minimal direction of clerical staff)	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Minimal direction to support staff (Crime Victims' Rights employees, Clerical employees, Investigative employees).

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Varies according to types of cases being handled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Court appearances (case handling)	75	X	X
2	Document prep.	5	X	X
3	Victim/Witness Interviews	5	X	X
4	Interaction with law enforcement	10	X	X
5	Interaction with defense attorneys	5	X	X
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Figures previously supplied to Macomb County Board of Commissioners.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Daily decisions made on how to handle cases not involving pleas.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Less staff to handle cases	Slow down of crime victims' rights; slow down of court dockets - causing adjournments & up to and including dismissals.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Judges	All court proceedings held for criminal cases	Daily
Law Enforcement	Interviews, trial prep., investigations	Daily
Defence Attorneys	Discovery issues, in court proceedings, negotiations	Daily

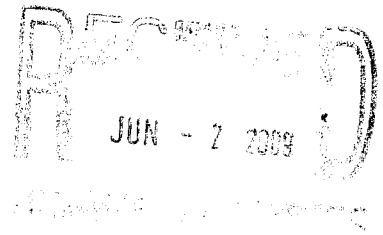
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

My attorney staff cannot be depleted any further if I am to maintain the mandated level of service to the people of Macomb County that I was elected to do. The agree-upon 6-month waiting period for filling vacated positions has been a prime example of the hardships caused to other staff members.

While we are waiting for a vacated position to be filled. There are no extra stores to draw from to ensure that the ever-increasing day-to-day workload is attended to in a professional and responsible manner.

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY



TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: JUSTIFICATION OF RECONFIRMATION OF APA I

DATE: 6-2-09

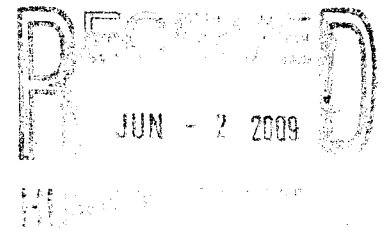
This position is vital to my staff's ability to handle the Macomb County criminal courts' daily dockets. In order to continue serving the citizens in a competent manner, it is imperative that my attorney staff remain intact and not be depleted any longer than is absolutely necessary. An assistant prosecutor represents the people in this county who are victimized and look to us to for representation.

This position is funded through the Prosecutor's Office: *General Fund*

Thank you for your attention to this matter. If you have any questions please contact my Administrative Assistant, Dawn Mancina at 95642.

EJS:sjg

Macomb County
Position Analysis Questionnaire



Employee Name: Matthew Sabaugh

Classification Title and Department: Assistant Prosecuting Atty. II

Division/Program Assignment: General

Describe how this position is funded: 100% % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

As with all of our APA positions, this position is needed for the daily operations of this office to ensure that the Prosecutor is able to perform his duties to the public, as mandated.

Organization Information: (Please attach a current organization chart)

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

APA positions are assigned to daily argue cases in both district and circuit courts, as well as perform all duties related to the specific cases which they may be assigned to.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	District Court Supervisor	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	Any APAs currently assigned to District Court	
Classifications Directly Supervised by this Classification (if applicable)	None. (Minimal direction of clerical staff)	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Minimal direction to support staff (Crime Victims Rights employees, Clerical employees, Investigative employees).

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Varies according to types of cases being handled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Court appearances (case handling)	75	X	X
2	Document prep.	5	X	X
3	Victim/Witness Interviews	5	X	X
4	Interaction with law enforcement	10	X	X
5	Interaction with defense attorneys	5	X	X
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Figures previously supplied to Macomb County Board of Commissioners.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Daily decisions made on how to handle cases not involving pleas.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Less staff to handle cases	Slow-down of crime victims' rights; slow down of court dockets - causing adjournments & up to and including dismissals.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Judges	All court proceedings held for criminal cases	Daily
Law Enforcement	Interviews, trial prep., investigations	Daily
Defence Attorneys	Discovery issues, in court proceedings, negotiations	Daily

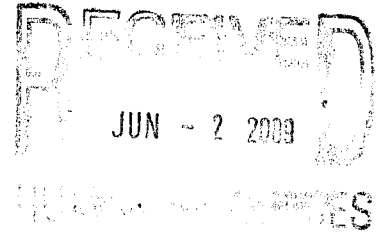
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

My attorney staff cannot be depleted any further if I am to maintain the mandated level of service to the people of Macomb County that I was elected to do. The agree-upon 6-month waiting period for filling vacated positions has been a prime example of the hardships caused to other staff members

while we are waiting for a vacated position to be filled. There are no extra stores to draw from to ensure that the ever-increasing day-to-day workload is attended to in a professional and responsible manner.

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY



TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: JUSTIFICATION OF RECONFIRMATION OF APA IV

DATE: 6-2-09

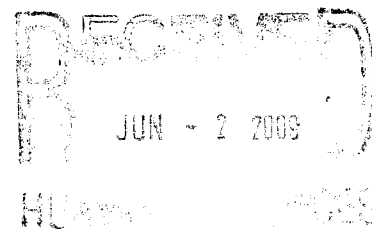
This position is vital to my staff's ability to handle the Macomb County criminal courts' daily dockets. In order to continue serving the citizens in a competent manner, it is imperative that my attorney staff remain intact and not be depleted any longer than is absolutely necessary. An assistant prosecutor represents the people in this county who are victimized and look to us to for representation.

This position is funded through the Prosecutor's Office: *General Fund*

Thank you for your attention to this matter. If you have any questions please contact my Administrative Assistant, Dawn Mancina at 95642.

EJS:sjg

Macomb County
Position Analysis Questionnaire



Employee Name: Denise Hart

Classification Title and Department: Assistant Prosecuting Atty. IV

Division/Program Assignment: Drug Unit

Describe how this position is funded: 100% County % Grant % Other %

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

As with all of our APA positions, this position is needed for the daily operations of this office to ensure that the Prosecutor is able to perform his duties to the public, as mandated.

The person serving in this position is assigned to handle criminal cases within the Drug Unit.

Organization Information: (Please attach a current organization chart)

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

APA positions are assigned to daily argue cases in both district and circuit courts, as well as perform all duties related to the specific cases which they may be assigned to.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Drug Unit Chief	1
Same Classification Within Department or Program	2	
Other Classifications Reporting to this Immediate Supervisor	Any APAs currently assigned to Drug Unit	
Classifications Directly Supervised by this Classification (if applicable)	None. (Minimal direction of clerical staff)	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Minimal direction to support staff (Crime Victims' Rights employees, Clerical employees, Investigative employees).

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Varies according to types of cases being handled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Court appearances (case handling)	75	X	X
2	Document prep.	5	X	X
3	Victim/Witness Interviews	5	X	X
4	Interaction with law enforcement	10	X	X
5	Interaction with defense attorneys	5	X	X
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Figures previously supplied to Macomb County Board of Commissioners.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Daily decisions made on how to handle cases not involving pleas.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Less staff to handle cases	Slow-down of crime victims' rights, slow down of court dockets - causing adjournments & up to and including dismissals.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Judges	All court proceedings held for criminal cases	Daily
Law Enforcement	Interviews, trial prep., investigations	Daily
Defence Attorneys	Discovery issues, in court proceedings, negotiations	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

My attorney staff cannot be depleted any further if I am to maintain the mandated level of service to the people of Macomb County that I was elected to do. The agree-upon 6-month waiting period for filling vacated positions has been a prime example of the hardships caused to other staff members.

While we are waiting for a vacated position to be filled. There are no extra stores to draw from to ensure that the ever-increasing day-to-day workload is attended to in a professional and responsible manner.

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED
JUN - 2 2009
HUMAN RESOURCES

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: JUSTIFICATION OF RECONFIRMATION OF APA *IT*

DATE: *6-2-09*

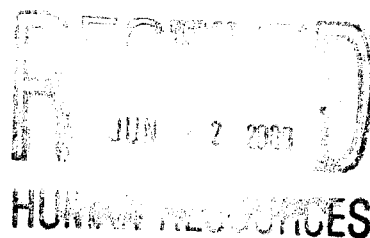
This position is vital to my staff's ability to handle the Macomb County criminal courts' daily dockets. In order to continue serving the citizens in a competent manner, it is imperative that my attorney staff remain intact and not be depleted any longer than is absolutely necessary. An assistant prosecutor represents the people in this county who are victimized and look to us to for representation.

This position is funded through the Prosecutor's Office: *Drug Grant*

Thank you for your attention to this matter. If you have any questions please contact my Administrative Assistant, Dawn Mancina at 95642.

EJS:sjg

Macomb County
Position Analysis Questionnaire



Employee Name: Kimberly Mitseff

Classification Title and Department: Assistant Prosecuting Atty. IV

Division/Program Assignment: Drug Unit/Frteitures

Describe how this position is funded: 50% 50% 0%
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

As with all of our APA positions, this position is needed for the daily operations of this office to ensure that the Prosecutor is able to perform his duties to the public, as mandated.

The person serving in this position handles 100% of the drug forfeiture cases - which generates revenue to the County.

Organization Information: (Please attach a current organization chart)

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

APA positions are assigned to daily argue cases in both district and circuit courts, as well as perform all duties related to the specific cases which they may be assigned to.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Drug Unit Chief	1
Same Classification Within Department or Program	2	
Other Classifications Reporting to this Immediate Supervisor	Any APAs currently assigned to Drug Unit	
Classifications Directly Supervised by this Classification (if applicable)	None. (Minimal direction of clerical staff)	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Minimal direction to support staff (Crime Victims' Rights employees, Clerical employees, Investigative employees).

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Varies according to types of cases being handled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Court appearances (case handling)	75	X	X
2	Document prep.	5	X	X
3	Victim/witness interviews	5	X	X
4	Interaction with law enforcement	10	X	X
5	Interaction with defense attorneys	5	X	X
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Figures previously supplied to Macomb County Board of Commissioners.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Daily decisions made on how to handle cases not involving pleas.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Less staff to handle cases	Slow-down of crime victims' rights; slow down of court dockets -
	causing adjournments & up to
	and including dismissals.
	* LESS REVENUE TO
	COUNTY

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Judges	All court proceedings held for criminal cases	Daily
Law Enforcement	Interviews, trial prep., investigations	Daily
Defence Attorneys	Discovery issues, in court proceedings, negotiations	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

My attorney staff cannot be depleted any further if I am to maintain the mandated level of service to the people of Macomb County that I was elected to do. The agree-upon 6 month waiting period for filling vacated positions has been a prime example of the hardships caused to other staff members

while we are waiting for a vacated position to be filled. There are no extra stores to draw from to ensure that the ever-increasing day-to-day workload is attended to in a professional and responsible manner.



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herpich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

June 4, 2009

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend the Reconfirmation and filling of One (1) Resource
Advocate position in the Senior Citizen Services Department

The Senior Citizen's Department is requesting to reconfirm one (1) Resource Advocate position, vacant due to the retirement of Betty Puffer, effective March 31, 2009.

From their statistical analysis, it appears to be a position serving a critical population of home bound senior citizens. While there is a second Resource Advocate position, the demand for services far exceeds the capability of the person and other staff in the department. In a review of the need for this position, the salary for this position is about \$41,200 and funding is 90% County and 10% grant.

The department has two current budgeted vacancies and in preparing the request for the Board of Commissioner's to review, the department was asked to commit to a program keeping two vacancies. It is anticipated that this would be a promotional opportunity from within Senior Citizens. If the Board of Commissioner's would favorably consider the reconfirmation of the Resource Advocate, the current position of Senior Citizen Victim Advocate and the subsequent vacancy would be kept open through the 2010 budget debate. It appears this would be a promotional opportunity for several other full-time employees of Senior Citizens with salaries ranging from \$21,000 to \$34,000 per year.

MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gielegem
District 19
Chairman

Kathy Tocco
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Joan Flynn
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James L. Carabelli - District 12
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Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
June 4, 2009
Page 2

The Senior Citizen Victim Advocate position, with a salary of \$39,200, and the Resource Advocate are close to each other in salary costs. Given the grant funding of 10%, the general fund obligation to both positions is nearly equal.

It is recommended the Board of Commissioners reconfirm the position and subsequent filling of the Resource Advocate position and hold vacant the Senior Citizen Victim Advocate and resulting vacancy.

DJF/mb



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 FAX 586-469-5578
macombcountymi.gov/seniorservices

MAY 14 2009

Angela Willis
Director

TO:

Doug Fouty, Program Director
Personnel

FROM:

Angela J. Willis, Director
Senior Citizen Services

DATE:

May 13, 2009

SUBJECT:

Request to Waive 20 Week Hiring Delay
Justification to post vacant Resource Advocate position

The full time Resource Advocate position was vacated on March 31, 2009. This Resource Advocate was responsible for assisting seniors in the cities of Warren, Centerline, St. Clair Shores and Eastpointe.

In an attempt to comply with AAA 1-B grant requirements that state we will provide three Resource Advocates to serve the seniors of Macomb County, I request a waiver of the 20 week hiring delay for this position. Currently, I have divided up the respective cities between two employees. However, we are averaging 390 – 420 calls per month, just from the city of Warren. It has never been our practice to create waiting lists for vulnerable seniors.

This Resource Advocate position is critical for assisting seniors who live in the above-mentioned cities. Visits to homebound seniors are being neglected. Assistance with tax credits, Medicaid applications, Low Income Subsidies and Medicare D etc are also in jeopardy. Educational presentations to seniors and community groups in these same areas are also being put on hold.

The data below outlines the percentage of visits the retired Resource Advocate made to the respective cities, and the services provided:

Six Month Data:

June 1, 2008 – December 31, 2008 (140 work days)

Warren	=	37%
St. Clair Shores	=	31%
Eastpointe	=	11%
In-office clients	=	20%

Community based clients (includes satellite offices and educational presentations) = 1,742
MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerì - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
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Carey Torrice - District 16

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District 6
Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Most frequent services::

- Medicare enrollment and assistance with Social Security / Medicare
- Medicaid enrollment and assistance with DHS
- Tax Credits / Homestead Credits - assistance with tax outreach sites
- Emergency Food - Assistance with Senior Food Programs
- Housing options - Assistance with multiple housing options
- Utility Assistance - Assistance with shut-off notices
- Referrals to other agencies – collaboration with other agencies speeds up referral process for seniors

CLIENTS SERVED

2006: 2,927

2007: 1,977

2008: 2,379

TOTAL SERVICES

2006: 8,790

2007: 6,772

2008: 8,433

CLIENTS ASSISTED WITH TAXES

2006: 78 clients assisted with taxes

2007: 155 clients assisted with taxes

2008: 270 clients assisted with taxes

As you can see, the increased work load of the Resource Advocate and the number of clients served increases annually as the senior population increases.

SEMCOG statistics for Macomb County:

- 65+ senior population will be 125,887 by the end of 2009
- 65+ senior population will increase by 112.4% by 2035.
- 65+ senior population will increase by community by 2035:

		<u>Current</u>
Eastpointe	59.4%	5,700
St. Clair Shores	33.2%	13,315
Centerline	60.6	2,100
Warren	63.6%	25,435

These four cities represent 37% of all seniors 65+ in Macomb County.

It is my understanding that it is your responsibility to determine whether any positions will be considered for filling based on need if they are not a 7 day / 24 hour operation. However, consideration should be given for our department that is bound by grants and there is a proven need for services within the county.

I previously tried to resolve this issue through an inter-department transfer of my Information and Referral Specialist into the vacant Resource Advocacy position (as was done in the past for critical positions). I was denied this request because my Information and Referral Specialist allegedly is not qualified for the position because she does not have an Associates Degree. However, the Resource Advocate who vacated this position **did not** have an Associates Degree, and in fact was my former Information and Referral Specialist prior to an inter-departmental promotion.

Doug Fouty, Program Director
Page 3
5/13/2009

If waiving the 20 week hiring delay is not an option you can approve, I would ask again that you consider my request for a temporary department transfer of my Information and Referral Specialist to the vacant Resource Advocacy position.

cc: Robert Mijac, Chair of Personnel Committee
Brian Brdyk, Chair of Budget Committee

RECEIVED
MAY 01 2009
HUMAN RESOURCES

HUMAN RESOURCES

Division/Program Assignment: Resource Advocacy Dept.

Describe how this position is funded:	<u>90 %</u>	<u>10 %</u>	<u> % </u>
	County	Grant	Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This position is (1) of (3) full-time Resource Advocacy positions required by a AAA 1-B Grant. This position covers the densely populated communities located in the south end of Macomb County. This position assists seniors, their families and disabled with numerous problems and concerns. Community outreaches to bring info to families & seniors throughout the year.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Seniors, disabled and family members are provided with assistance in navigating local, county, state and federal programs. Individuals are assessed and resources are provided. Assistance with forms and applications are provided as well as, but not limited to research for Medicare, Medicare Part D and Michigan tax credits and researching new programs.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Resource Advocate Supervisor	1
Same Classification Within Department or Program	Yes (Resource Advocate)	1
Other Classifications Reporting to this Immediate Supervisor	None	0
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

n/a

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Many seniors and disabled are unaware of the many programs available through the different levels of government and how they interact with each other. Many times they have no support system in place. Resource Advocates spend time with individuals to assess all their physical, emotional and financial needs. Resources are provided, applications are filled out and follow-up is done. In-home visits are provided for those who are homebound.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assessments in office with referrals	49%	Daily	No
2	Assessments out of office	45%	Daily	No
3	County and State reports	2%	Monthly	No
4	Resource Advocacy Meetings	2%	As needed	No
5	Community Presentations	2%	As needed	No
6				
7				
8				

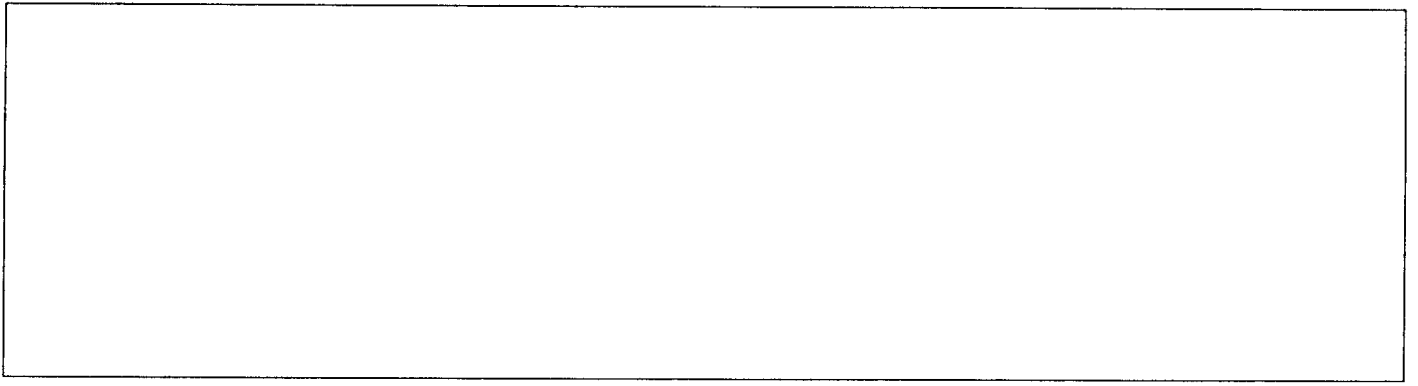
Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2006: 8,782 clients served
 2007: 5,933 clients served
 2008: 7,138 clients served

2006: 26,369 total services
 2007: 20,317 total services
 2008: 25,300 total services

2006: 235 clients assisted with taxes
 2007: 466 clients assisted with taxes
 2008: 810 clients assisted with taxes



Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Resource Advocate works independently with Social Security, Medicare, DHS, Adult Protective Services & county departments. She educates herself on the community she works in. The RA completes a client assessment to determine resources and assistance the client needs. If an elderly senior is in danger of foreclosure and has not filed a Homestead Tax Credit, an RA can back file taxes 4 to 5 years, work with the county treasurer's office and, in most cases, prevent the foreclosure.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction in number of presentations	30% of reduction in educational presentations
Decrease in current satellite offices	current satellites in Warren may need to be closed
Decrease in services to homebound	30% of clients would be added to caseload of 2 RAs

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
All County programs & Depts.	Referrals and followup	Daily/Weekly
Senior Centers	Educational programs & satellite offices	Monthly
Subsidized Housing Units	Educational programs & satellite offices	Monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

Many seniors are unaware of Medicare, Medicaid and Social Security services. Many seniors and the disabled have difficulty understanding the system and how it works. An RA can address individuals with physical disabilities and cognitive impairments and work on their level of understanding.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend a Classification Title Change from Assistant Director to
_____ Reference & Research Center Manager at the Macomb County Reference
_____ & Research Center

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE
Personnel 06-15-09



HUMAN RESOURCES DEPARTMENT

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Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

June 4, 2009

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend a Classification Title Change from Assistant
Director to Reference & Research Center Manager at the
Macomb County Reference & Research Center

Pursuant to a referral from the Education & Training Committee to the March 23, 2009 Personnel Committee, the Human Resources Department was asked to review the classification title of Assistant Director at the Macomb County Reference & Research Center and make a recommendation consistent with the needs of the Center.

The recommendation of the Human Resources Department is a classification title change from Assistant Director to Reference & Research Center Manager, subject to Union review.

DJF/mb

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Technical,
Professional and Officeworkers Association of Michigan (TPOAM) representing
certain employees in the Family Court-Juvenile Division and Juvenile Justice
Center from January 1, 2008 to December 31, 2010 (Actual tentative agreements are
available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

TPOAM represents approximately 20 positions in the Family Court-Juvenile Division and Juvenile Justice Center.

The Employer and the Union bargaining teams reached a tentative settlement on May 29, 2009. The Union membership ratified this settlement on June 9, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 06-15-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. For 2009, four (4) of those dock days utilized will be Independence Day, Columbus Day, Thanksgiving Day and Christmas Day. The remaining two (2) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1, 2009.

For 2010, two (2) of those dock days utilized will be Independence Day, and Columbus Day. The remaining four (4) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1, 2010.

If an employee fails to take or schedule the remaining dock days by the end of November, the balance of dock days will be scheduled and taken at the employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

10. During the course of negotiations, the Parties also reached agreement on various language changes.